

**SCHOOL OF MEDICAL EDUCATION
GANDHINAGAR, KOTTAYAM**

ADMISSION COUNSELLING 2016 -17

Instructions to Candidates:

1. Candidate for admission to the Graduate /Post Graduate Course is hereby directed to appear for admission counseling at School Of Medical Education, Gandhinagar, Kottayam – 686008 on the specified date and time with Parent/Guardian.
2. **The admission will be based on the rank list (prepared as per the merit and reservation rules) published in the official website (www.sme.edu.in) and in accordance with the availability of seats.**
3. **The applicants should carefully read the admission prospectus 2016-2017 available in the website (www.sme.edu.in) before attending admission counseling.**
4. All communication regarding admission 2016-17 shall be made to the admission cell only directly or by phone at 0481-6061012, 6061014 or by e-mail: ucmeadmission@gmail.com.
5. An authorized teachers help desk will be provided on counseling days. Candidates can avail the service of this help desk. Institution is not responsible for information provided by any other sources or help desks.
6. **The candidate is directed to produce the following documents IN ORIGINAL at the time of counseling:**
 - a) Stamp size photograph of the candidate (1No.).
 - b) Secondary's School Leaving Certificate (SSC/SSLC) to prove Age and Date of Birth.
 - c) Certificates and all mark lists (Plus Two/Degree (Original/Provisional) of the qualifying Examination.
 - d) Transfer certificate and conduct certificate from the institution where the candidate last studied. **[If candidates has joined elsewhere, they should bring all original certificates except Transfer Certificate (TC) at the time of counselling.]**
 - e) Caste Certificate in the case of candidates claiming communal reservation for SC/ST/OEC(issued within one year by the Village Officer/Thahasildar concerned).
 - f) Caste and Non-creamy layer certificate from the competent authority in the case of candidates belonging to OBH, Viswakarma, Muslim, Ezhava/Thiyya, LC/Anglo Indian, OBX, Kudumbi, Dheevara, Kusavan communities issued within six months by Thahasildar/Village officer.
 - g) Certificates /Documents in the case of other candidates who claim reservation as notified in the admission prospectus 2016-2017 issued by the competent authority.

- h) Original Discharge Certificate issued the competent authority and certificate form Zilla Sainik Welfare Board in the case of candidates claiming reservation under Ex-servicemen Quota.
 - i) Nativity Certificate in the case of candidates claiming Regional Weightage, issued by Tahasildar/Village officer within six months.
 - j) Original NSS/NCC certificate, if applicable.
 - k) Medical Fitness Certificate from a Government Medical Officer not below the rank of a Civil surgeon.
 - l) Certificate issued by the Principal/Head of the Institution where the candidate last studied showing whether the candidate has availed fee concession during the study, in the case of candidates belonging to SC/ST/OEC category.
 - m) Any other certificate not mentioned above but is relevant for admission to the course applied.
7. **The selected candidates have to remit the first installment of Tuition Fee and other fees as detailed in the admission prospectus 2016-2017 (available at www.sme.edu.in) on the same day of counseling itself, failing which their chances for admission will be lost.**
8. **Candidates are requested to keep enough attested copies of their certificates for their own future use. Originals once submitted to the institution will be returned only on completion or discontinuation of the course Programme.**
9. **No candidate will be entertained for counseling after the scheduled date and time. Claim of late receipt of memo will not be accepted. This Chance Memo should be produced in original at the time of counseling.**

IMPORTANT: All information regarding Admission process should be clarified with the SME Admission Cell only. Institution will not be responsible for any fake information received from any other sources.

Sd/-
DIRECTOR